1. To pass this practice quiz, you must receive at least 75%, or 3 out of 4 points, by completing the activity and answering corresponding quiz questions. You can learn more about the graded and practice items in the Course Overview ↗.

Activity Overview

In this activity, you will evaluate how changes and updates could affect your release plan. Changes can arise at any time, and you must know how to determine the scope of the impact and solve problems quickly.

Note: Throughout this course, you will complete tasks normally done by others (like the Development Team or Product Owner). Even if you don't perform them yourself, it is important that you understand these processes.

Be sure to complete this activity before moving on. The next course item will provide you with a completed exemplar to compare to your own work. You will not be able to access the exemplar until you have completed this activity.

Scenario

Review the scenario below. Then complete the step-by-step-instructions.

You and your Scrum team at Office Green have conducted a test run, created a Sprint Plan, and mitigated project issues. Your team has completed the first of three releases for Virtual Verde, and now you're coming up on the second!

As the second and third project releases approach, you receive three emails that could lead to changes in the release plan. Your team needs to evaluate each email to understand how (or if) it requires changes to the release plan. If you think it does, you will write an email to the Scrum Team updating them on the situation and proposing possible solutions.

Note: Any member of your team can write these emails. Even if you don't write them, this activity will help you recognize effective examples.

Step-By-Step Instructions

Step 1: Access the template

To use the template for this course item, click the link below and select "Use Template."

Link to template: Emails for release plan ↗

OR

If you don't have a Google account, you can download the template directly from the attachment below.

Activity Template_ Emails for the release plan
DOCX File

Step 2: Review the release plan

To go over the release plan ↗, follow the link to access the file in Resources. Make note of the timeline and the things you want to accomplish for each release.

Step 3: Review the three emails

Review the three emails in the template (from the Content Manager and Vendor Manager). Think about whether each update will affect the timeline or content of your release plan.

Step 4: Consider your options and make a plan

For each email, answer the following questions:

1. Does the update require your team to take action? If so, what are some possible options to address the update?
2. Do you need to consult anyone to make a decision? If so, who?
3. Do you need additional information to help reach a decision? If so, what do you need to know?

Step 5: Write an email to the team (if needed)

If you think changes to the release plan are necessary, write an email to the Scrum Team. If you don't think changes are necessary, you can skip this step.
Your message should let them know about the update and describe your proposed course of action. Your email should include:

- Email recipients
- A subject line that includes any necessary updates
- A body that describes a new approach for the team
- A closing

Step 6: Repeat for each email

Repeat Steps 2-4 for the remaining emails.

What to Include in Your Response

Be sure to address the following criteria for each email in the template:

- Options for addressing each update (if needed)
- A list of team members or stakeholders to consult to reach a decision (if needed)
- Additional information you might need to help you reach a decision (if needed)
- An email to the Scrum Team informing them of the update describing your proposed course of action (if needed)

Did you complete this activity?

- ◉ Yes
- ◯ No

✓ Correct
Thank you for completing this activity! Knowing how to reassess and pivot a project plan when last-minute changes arise is a valuable skill. Review the quiz feedback below to find out how you did. Then go to the next course item to compare your work to a completed exemplar.

2. What questions should you ask when there is a last-minute change, like the Bonsai tree supplier no longer carrying Bonsai trees? Select all that apply.   1 / 1 point

☑ Does the update require your team to take action?

✓ Correct
This is one of the questions you would ask, since you want to immediately identify possible solutions.

☑ Do you need to consult anyone to make a decision?

✓ Correct
This is one of the questions you would ask, as a sudden change will affect multiple team members and workflows.

☑ Do you need additional information to help reach a decision?

✓ Correct
This is one of the questions you would ask, as it helps you identify what you need to solve the problem.

☐ How can we make the minimum amount of changes and keep our release plan on track?

3. What are the best options for addressing the vendor database issue? Select all that apply.   1 / 1 point

☑ Manually track inventory until the software is fixed

    ⊘ Correct
    This option is time-consuming, but will produce a correct inventory count.

☐ Purchase new software/new database

☐ Shut down all ordering and shipping until the problem can be solved

☑ Go back to the old software temporarily while the new is being fixed

    ⊘ Correct
    If the old software is still available, this could be a good option—especially if the fix will take some time.

4. What are some possible options for addressing the Bonsai tree supply issue? Select all that apply.   1 / 1 point

☑ Replace the Bonsai trees with a different plant

    ⊘ Correct
    This is a good option if you are unsure when you will be able to source Bonsai trees.

☑ Remove Bonsai trees from the website until you find a new vendor

    ⊘ Correct
    This is a good option if you cannot find a new vendor right away.

☑ Source Bonsai trees elsewhere

    ⊘ Correct
    This is a good option that can help you meet customer demand on time.

☐ Pass the issue along to someone else